

# Carlisle

## On the Katy Trail

### **Rental Applicant Selection Criteria and Pet Criteria**

#### **Applicant Criteria**

Each applicant, age 18 years or older, must fill out an application and list all occupants under the age of 18, if applicable. All applicants are screened within Fair Housing guidelines, regardless of race, creed, color, national origin, religion, sex, familial status, handicap, sexual orientation or any other protected groups under local, state and federal law. At this time, we are not participating with government housing assistant programs. Applicants must meet or exceed the following criteria to qualify for rental housing:

1. Gross household income must be at least 3 times the monthly market rate.
2. Positive rental history with no funds due to any Landlord, Property Management Company, etc. (\*This will be evaluated on a case by case basis.)
3. Stable employment history, providing current paycheck stubs or bank account information.
4. No derogatory credit history. (\*This will be evaluated on a case by case basis.)
5. No collection attempts or past due balances on utilities, including, but not limited to water, electric, sewer, and gas.
6. No past evictions, landlord collections, foreclosures, tax liens or judgments. NO EXCEPTIONS!
7. No bankruptcies, unless the bankruptcy has been discharged and proof is provided. This will be evaluated on a case by case basis regarding bankruptcy discharges.
8. Non-refundable application fee per person.
9. No criminal history. Felonies will not be accepted under any circumstance. Misdemeanors or criminal matters that are not recent or crimes against a person will be evaluated on a case by case basis.

Additional deposits, co-signers or guarantors may be used to compensate for a lack of finances. This is on a case by case basis and evaluated by the Property Manager as well as the Property Owner/Investor. Each applicant must provide supporting documentation in the event that an override is evaluated. Applicants must also provide a copy of their driver's license or other government issued identification for security purposes. This information will not be shared with anyone.

A holding deposit may be required to remove the rental property listing from the available inventory. The holding deposit is non-refundable and will be liquidated in the event the approved tenant does not take occupancy. Holding deposits are only refunded in the event the tenant's application is not approved. Rental properties are held for prospective tenants no longer than 4 weeks, or as indicated by the Property Manager and Property Owner/Investor.

## Pet Criteria

All pets are subject to approval on a case by case basis per property. Aggressive breeds are not allowed on the property at any time, this includes the tenant's pet as well as any guests that may visit. Any animals with aggressive behavior or having prior history of aggressiveness or property destruction will not be allowed on the property. A maximum of two pets per household is authorized, unless the Property Manager and Property Owner/Investor approve an additional pet. Pets may require a "pet interview" to determine if the pet will be allowed on the property.

We request that each tenant provide a picture(s) of their pet(s), veterinarian documents showing all vaccinations are current and up to date and emergency contact information. Pets must be spayed or neutered. Animals that assist with impaired and/or handicap tenants are exempt from breed restrictions, as required by law, but are required to pay the refundable pet deposit.

### Dogs

- 25 lbs and under \$400.00 (\$200.00 refundable deposit/\$200.00 non-refundable pet fee)
- 25 lbs and over \$500.00 (\$250.00 refundable deposit/\$250.00 non-refundable pet fee)

### Cats

- \$300.00 (\$150.00 refundable deposit/\$150.00 non-refundable pet fee)

I acknowledge that I had an opportunity to review the property's rental selection criteria, which includes reasons why my application may be denied, such as criminal history, credit history, current income, and rental history. I understand that if I do not meet the property's rental selection criteria or if I fail to answer any question or give false information, the property may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for its time and expense, and terminate my rights of occupancy.

B. Brown  
Applicant

6/26/10  
Date

\_\_\_\_\_  
Owner's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Revised March 3<sup>rd</sup>, 2010

